

THE NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT

Seeks a visionary leader committed to excellence for: Executive Director

The Board of the Nevada Governor's Office of Economic Development (GOED) seeks an energetic, driven, and entrepreneurial individual to lead GOED as it pursues continued expansion of a vibrant, innovative, and sustainable economy in Nevada.

Nevada has one of the fastest-growing economies in the country with robust job growth, competitive utility rates, a motivated workforce, and a proximity to 60 million customers and five major U.S. ports serving the Pacific Rim. Nevada is a burgeoning tech and advanced manufacturing hub and is home to a public university and college system that stands at the ready to address the workforce and industry education needs of Nevada. The successful applicant will join an administration committed to prioritizing economic development and ensuring economic success reaches every dinner table in Nevada.

POSITION DESCRIPTION: The Executive Director works closely with the Governor and the Board to develop and execute a strategic vision for economic development in Nevada. The position provides leadership, direction, and oversight of programs in economic development for the State of Nevada. The Executive Director also provides directional leadership to and works collaboratively with Regional Development Authorities, stakeholders, and other state agencies; and interacts effectively with business leaders, legislators and other elected officials, and high-level federal, state, and local government officials. This is a non-classified, full-time position located in Carson City or Las Vegas. The position is appointed by the Governor and serves at the pleasure of the Board.

Duties and responsibilities include but are not limited to:

- developing and periodically revising, in collaboration with the Board, a State Plan for Economic Development;
- expansion of the economic growth, resilience, and diversification of the state of Nevada by and through GOED's own programs and by developing and maintaining mutually beneficial associations with the Regional Development Authorities across the state;
- directing and supervising the administrative and technical activities of the Office, including supervision of a staff of approximately forty employees;
- submitting annual reports to the Governor and Legislative Counsel Bureau;
- serving as the non-voting Secretary of the GOED Board;
- developing and administering regulations, policies, and procedures; and
- managing and monitoring a state budget that includes several federal programs.

QUALIFICATIONS:

In order to qualify, candidates must have obtained a Bachelor's degree from an accredited college or university. Preference will be given to applicants with a Master's degree or higher.

The ideal candidate will be able to demonstrate many of the following qualities:

- A deep desire to serve and improve the community;
- A proven track record in either government or industry of visionary strategic planning and execution;
- An entrepreneurial track record in government or industry of thinking outside the box;
- Strategy and Operating experience at successfully navigating a challenging economic environment;
- Experience in either government or industry that would provide knowledge of the economic development field, including supervision and administration of business recruitment, retention, and expansion, as well as experience with economic diversification and community development; experience in the private sector, including strategic plan development and execution, operational management, and supervision of diverse teams OR any combination thereof;
- Knowledge of current economic development standards and practices;
- Experience that would be beneficial to the review and reform of current economic development models to ensure that the State Plan for Economic Development and incentive offerings reflect the values of Nevada and are compelling to target companies and industries;
- Ability to plan, organize, coordinate, and direct projects, initiatives, and strategies for a complex organization;
- Ability to analyze and interpret state and federal statutes, rules, and regulations;
- Ability to recruit, delegate, and provide leadership for a highly trained and motivated professional staff;
- Excellent verbal and written communication skills.

SELECTION PROCESS: The selection process is conducted under Nevada's Open Meeting Law. Applications will be reviewed to determine those applicants with the knowledge, skills, and abilities required for the position. Successful applicants will be invited to Carson City for an interview at their own expense. A list of three names will be provided by the GOED Board for appointment to be made by the Governor.

Please note: The GOED Board may call a meeting to review applications at any time. A follow up meeting for interviews would take place shortly after application review. We will provide notice to applicants as soon as possible, however that notice may only be a few days.

In accordance with the Nevada Open Meeting Law, your submittal and associated reference checks will be available for the public to review, and all interviews conducted by the GOED Board will be held in an open public meeting.

ANNUAL SALARY: Up to \$143,799* (Employee/Employer Paid Retirement Plan)

*Salary reflects Public Employees Retirement System (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

BENEFITS: The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee-paid benefits such as a deferred compensation plan are also available.

LOCATION/TRAVEL: The position will be based in Carson City or Las Vegas. Periodic in-state travel and out-of-state travel is required.

INTERESTED APPLICANTS SHOULD SUBMIT APPLICATION PACKET TO:

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley, Human Resources Manager
808 West Nye Lane
Carson City, NV 89703
msibley@diversifynevada.com

Applications must include a resume with detailed descriptions of educational achievement, professional accomplishments, and employment history, including the names and addresses of employers and scope of responsibility; two letters of recommendation; three additional professional references; and a cover letter that demonstrates your understanding of the position and the value of your particular skill set to this role. Incomplete applications will not be considered.

Hiring is done without regard to race, color, religion, national origin, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.